IDACS QUARTERLY NEWS

We are looking for an IDACS mascot E-mail your ideas to idacs@isp.state.in.us.

3RD Quarter 2005

Indiana Child Protective Services (ICPS)

ICPS will contact Data Operations for inquiries directly. No other agency will be authorized to run III/CHRI for ICPS.

Effective July 1, 2005, the Indiana Child Protective Services (ICPS) was authorized to receive III/CHRI information for "exigent" emergency placement of children. III/CHRI inquiries are to be made using the ORI/IN049019T. This ORI is assigned be-hind the Indiana State Police Data Operations Center. ICPS will contact Data Operations for inquiries directly. A copy of the response will be placed in a mailbox and ICPS will pick up the responses weekly.

No other agency will be authorized to run III/ CHRI for ICPS. All agencies receiving requests from ICPS should refer them to Data Operations at 1-800-622-4961.

Protection Orders, No Contact Orders, and Workplace Violence Restraining Orders

Forms Last Updated or Newly Approved: July 1, 2005

Indiana's Updated Civil Protection Order, No Contact Order, and Workplace Violence Restraining Order Forms are effective July 1, 2005.

These forms can be downloaded from the Indiana Courts website.

http://www.in.gov/judiciary/forms/po.html

Forms contain dates of approval and revision in the upper left corner of each page. Most forms are available in both Microsoft Word and Adobe PDF formats. Simply click the icon corresponding to the format you prefer to view the form. To view and print Word documents, you must have Microsoft Word installed on your computer. To view and print Adobe PDF documents, you must have the Adobe Acrobat Reader installed on your computer; this reader is available for free download on the Adobe website.

WHO MAY ATTEND IDACS CLASS?
WHO MUST ATTEND IDACS CLASS?

Any Operator or Coordinator being certified for the first time after January 1, 2005 must attend an IDACS Instructor lead course.

All IDACS Operators and Coordinators MUST be certified within the first six months of employment, and will be re-certified every two years thereafter. Any Operator or Coordinator being certified for the first time after January 1, 2005 must attend an IDACS Instructor lead course.

Full Operators, Inquiry Operators, Full Coordinators, and Inquiry Coordinators may attend the advertised classes. Inquiry Operators will attend the first two days, Full Operators the entire class. Full and Inquiry Coordinator Class will immediately follow the completion of the Operator Class or by arrangement with the Instructor.

Operators or Coordinators not due for re certification may be added to a class by special request, handled on a case by case basis by the IDACS staff. The agency head should submit in writing a request stating the operator or Coordinators name, USER ID, expiration date, and the reason(s) surrounding the request. IDACS staff will review the request and submit a response to the requesting agency head.

Class schedules will be posted on the IDACS Website www.in.gov/idacs and under the HELP tab on the Omnixx Force Toolbar, at

least six months in advance for agencies so agencies may take advantage of advance scheduling.

All classes are scheduled to begin at 0830 hours (local time) and scheduled to end at 1600 hours. Students should show up on time, plan ahead to attend the entire session, and should either turn off or leave in the vehicle Cell phones, Pagers, or other distracting devices.

Requests for class must be received in writing to IDACS up to one week before the scheduled class. The request may be mailed on agency letterhead signed by the agency head or Coordinator, faxed on agency letterhead, or e mailed to IDACS at Idacs@isp.state.in.us to the attention of Sara.

The request should include the operator or Coordinators name, level of certification, User ID, agency or agencies that employ them, the requested class, and the date they are due to expire. First time students will be given preference,

and you will be notified in writing if your reservation has been accepted. Class size is determined by the Instructor relative to the size of the training facility.

Agency heads and Coordinators are responsible not only to secure a seat for each student they wish to attend a class, but to also make sure the students have at the least 40 hours of hands on knowledge of IDACS and basic computers skills. The IDACS System is becoming more complex each day, and class time will be too valuable to teach basic computer skills.

Once an Operator or Coordinator successfully passes the IDACS Certification test, the certification is valid for two years. Up to six months before they expire, but not after, they may attend a class or take the test on-line.
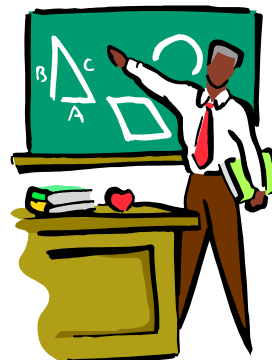
$.Q. SEXUAL OFFENDER NOTIFICATION

When another record is entered or modified which includes the FBI number and the FBI number matches with an existing FBI number already entered into the Convicted Sexual Offender Registry File a $Q. Sexual Offender Notification will be generated. Upon receipt of this notification, the first ORI of the record should ensure that the Convicted Sexual Of- fender Registry File record is still valid.

Per Title 42, USC, Section 14071 (b) (7), states shall ensure that procedures are in place to accept registra- tion information from nonresident offenders who have crossed into another state in order to work or attend school.

Example of Notification:

$.Q.
INISP0000
INDIVIDUAL OF YOUR RECORD WITH NIC/ X123456789 HAS BEEN MATCHED BY FBI NUMBER TO A NEWLY ENTERED SEXUAL OF- FENDER RECORD WITH NIC/X345678912 INTO NCIC.
PLEASE REVIEW YOUR RECORD AND CANCEL IF NO LONGER VALID.

BMV INQUIRES

The majority of agencies just make Wanted/Missing and other Person entries using only the DOB.

You have just made a BMV inquiry by Name and SOC, Name and OLN, or just by SOC or OLN, you may have just missed a "HIT" on the subject.

Recently an agency made a Wanted Person entry and the Drivers License Number was not entered. This agency has the habit of running inquiries with just the Name and operator's license number as a numeric identifier.

The officer requested a driving record/wanted person check, just using the Name and OLN. The officer received a "HIT" on the subject that was wanted by another agency because they had entered the operator's license number in the OLN/ field. This is the only "HIT" that was received.

Guess what? Sometime later the other agency called the agency back and told them they have the same subject entered also.

If all you have is an SSN or OLN, when you get a return that gives you the DOB make another inquiry with the name and DOB. This is only good investigative practice

<u>Only</u> use the driver's license number or the social security num- ber, if that is all you have. Don't assume that the subject is entered with either of them. Since other numeric Identifiers can be used.

When you get a return that gives you the DOB make another inquiry with the name and DOB. This is only good investigative practice.

There are other files that are checked also:
- Wanted
- Missing
- Gang Member File
- Protection Order File
- Sexual Offender File
- Supervised Release File
- U.S. Secret Service Pro- tective File
- Deported Felons
- Foreign Fugitives

Don't assume that the subject is entered into the Wanted Files with a Social security number and /or OLN number

ALL "HITS" ARE LEAD INFORMATION ONLY. REMEMBER TO CONFIRM ALL "HITS" USING THE SYSTEM BEFORE TAKING ANY ENFORCEMENT ACTION BASED ON THE INFORMATION RECEIVED FROM IDACS or NCIC.

NCIC UPDATES

Change to the retentions of the following file records Effective January 6, 2006.

ARTICLE FILE RECORDS

This change will allow NCIC/IDACS to keep Article File Records containing a Type (TYP) Field Code beginning with "T", which indicates Toxic/Hazardous Materials, in file until the entering agency clears or cancels the record or until a "LOCATE" is placed against the record.

EXPIRED REGISTRATION CHANGES

BOAT FILE:
This change will allow for expired boat registration information to remain in the stolen Boat File record for the year of entry plus 4 years. If a hit response contains expired registration information, a caveat will be returned advising the user that the record contains expired data.

VEHICLE FILE:
This change will allow for expired registration information to remain in the Stolen Vehicle File record for the year of entry plus 4 years. If a hit response contains expired registration information, a caveat will be returned advising the user that the record contains expired data.

LICENSE PLATE:
This change will allow for expired registration information to remain in the Stolen License Plate File record for the year of entry plus 4 years. If a hit response contains expired registration information, a caveat will be returned advising the user that the record contains expired data.

PERSONS FILE:
This change will allow for expired registration information to remain in all Persons File records for the year of entry plus 4 years. If a hit response contains expired registration information, a caveat will be returned
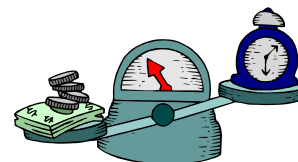
advising the user that

OTHER CHANGES EFFECTIVE JANUARY 6, 2006

SECURITIES FILE REGUARDING MONEY ORDERS

Change will expand the current search parameters to return all Money Order (MO) and U.S. Postal Money Order (PM) when an agency makes an inquiry with the Type (TYP) Code of "MO" or "PM" and if all other search criteria are met.

This change will allow for the search of records that may have been entered using an incorrect (TYP) code.

KEEPING TRACK OF SYSTEM OPERATORS

The IDACS Section has given the capability for Coordinators to look up their operators and see the operators Omnixx information. If you are an IDACS Coordinator and still do not see the (CONSOLE) icon on your Omnixx desktop; contact the IDACS Section at (317) 232-8292 and the icon will be added to your Desktop.

Once an operator is assigned a User ID that User ID will follow that operator no matter what the status of the operator is.

You may wonder why you would need it because each operator can see their certification due date, when they log in. It is still the Coordinators responsibility to make sure the agency operator's certification is current. Also, agencies that have Mobile Data Operators, the Coordinator needs to know when their certification expires, in order to schedule testing for recertification.

Question: What if that operator leaves the agency?

Answer: The Coordinator is responsible for reporting to the IDACS Section, any operator that leaves their agency, so that operator can be placed in the Operator Inactive File.

Question: What is the Operator Inactive File?

Answer: This is the file that keeps track of the User ID when the operator is no longer certified to use the system. Once an operator is assigned a User ID that User ID will follow that operator no matter what the status of the operator is. This file is maintained in the system. If that operator requests to be authorized to use the Omnixx System again, the IDACS staff can check to see if a User ID has previously been assigned to that operator. If a User ID has been assigned, this will be the User ID used. It does not matter what agency the operator is going to work for, the User ID will be the same.

Question: Why must the User ID remain the same as the one first issued?

Answer: Simply stated: This is how the system keeps track of the operator. The User ID is the <u>one common identifier</u> that the system uses to keep track when an operator makes a transaction. This way, <u>no matter when or for what agency</u> the operator was working for, when the

transaction was made, that operator can be tracked. The IDACS staff uses the User ID to make off-line searches for transactions that an operator may make. One of the major things with this system is that NO User ID is deleted

because of the system history attached to it.

When requesting a User ID it is important that the following information be provided:

- Maiden name, if married or divorced.
- All previous names if divorced and married again, no matter how many times.
- Legal name change.
- Any other agency they worked for as an operator.

Holly and I would like to

This is how the system keeps track of the operator. The User ID is the <u>one common identifier</u> that the system uses to keep track when an operator makes a transaction.

NICB FILES

The NICB allows direct on-line access to manufacture's shipping and salvage, impound, exported vehicles and the international index. Access to these files is for investigative purposes only.

The software for adding impound records to the NICB data is now available through OMNIXX. Twenty-Two (22) states are now reporting electronically. This information is valuable to vehicle investigators and can be an indicator of fraud.

It is then the responsibility of the insurance company to contact the agency making the entry to confirm the vehicle has been recovered.

NICB has a mirror image of NCIC's Stolen Vehicle File. Every stolen vehicle entered in NCIC will be passed to NICB by NCIC. NICB will enter this record on their file and interrogate Impound (last 60 days entries), Export, Auction and International Index Files.

NICB provides automated access to twelve different files.
These are:
- Manufacturer's Shipping File
- Pre-Inspection File
- Salvage File
- Vehicle Claim File
- Impound File
- Rental File
- Export File
- Theft File
- International Index File
- Theft (recovery) File
- Auction File
- NCIC/CPIC Canceled File

These files may be accessed via two distinct types of inquiries.

NIQ will access only the Impound and Export files. This transaction interrogates the NICB Impound and Export files only. Impound records will only be returned on an "NIQ" if the date of impound is less than 60 days from the date of the inquiry.

NAQ will access all files listed above. This transaction interrogates all available NICB files with one exception. If only a partial VIN is available the user may submit the last 8 characters of the VIN. In order to identify the VIN as partial to NICB the user **MUST** preface the partial VIN by the word "PARTIAL". For example, a partial VIN with the year 1990 would look like this: VIN/PARTIAL24657490. Note that there is no space or separator between the word "PARTIAL" and the six character VIN. When a partial VIN search is requested only the Manufacturers Shipping File will be searched. *For more information concerning the NICB file check the NLETS Users Guide, Chapter 22.*

Anytime a vehicle record is removed from NCIC (clear, cancel or purged) NICB will then search their records and show the vehicle as recovered and notify the insurance company. It is then the responsibility of the insurance company to contact the agency making the entry to confirm the vehicle has been recovered. If it is determined that the recovery is invalid the agency should enter the vehicle again and the insurance company is to contact NICB and have the status changed back to "STOLEN".

PROTECTION ORDERS AND FEDERAL FIREARMS PROHIBITIONS
(BRADY INDICATOR) Reprinted from ATF Bulletin I 3310.2 (03-01)

Person subject to a qualifying protection order and federal law are generally prohibited from possessing any firearm or ammunition in or affecting commerce (or shipping or transporting any firearm or ammunition in interstate or foreign commerce, or receiving any such firearm or ammunition). Violation of this prohibition while the order remains in effect is a federal offense punishable by up to ten (10) years imprisonment.
18 U.S.C. §§ 922(g)(8), 924(a)(2).

The following list enumerates the elements that define a qualifying protection order under the federal firearms prohibition. *Generally, a defendant/respondent subject to a protection order that includes one element from each section listed below is covered by the federal firearms prohibition.*

Violation of this prohibition while the order remains in effect is a federal offense punishable by up to ten (10) years Imprisonment.

I.   HEARING
     Defendant/Respondent received __actual notice__ and had an __opportunity to participate__.

II. INTIMATE PARTNER
     Plaintiff/Petitioner is an __Intimate partner__ of the Defendant/Respondent,
     ❖   a **spouse** of Defendant/Respondent;
     ❖   a **former spouse** of Defendant/Respondent;
     ❖   an individual who is a **paren**t of a of Defendant/Respondent; **or**
     ❖   an individual who cohabitates or has cohabited with Defendant/Respondent.

III. RESTRAINS FUTURE CONDUCT
     ❖   The order restrain Defendant/Respondent from **harassing, stalking, or threatening** the intimate partner; **or**
     ❖   The order **restrains** Defendant/Respondent from engaging in other conduct that would place the intimate partner in reasonable fear of bodily injury to the partner or child.

Defendant/Respondent received __actual notice__ and had an __opportunity to participate__.

IV. CREDIBLE THREAT OR PHYSICAL FORCE
     ❖   The order includes a finding that Defendant/Respondent is a **credible threat** to the physical safety of the intimate partner or child; **or**
     ❖   The order, by its terms, explicitly prohibits the use, attempted use, or threatened use of **physical force** against the intimate partner or child that would reasonably be expected to cause bodily injury.

IDACS

Indiana State Police
IDACS Section
IGCN- 100 N. Senate Ave.
Indianapolis, IN 46204 -2259

Phone: 317-232-8292
Fax: 317-233-3057
Email: idacs@isp.state.in.us

We're on the Web!
www.in.gov/isp/idacs

IDACS is looking for a mascot.

We would like for the IDACS user community to select our mascot. E-mail your ideas to idacs@isp.state.in.us, or fax them to (317) 233-03057

In the next issue we will provide the top selection and have you, the IDACS operators, cast your vote on what you think should be the official IDACS mascot.

IDACS Staff

IDACS System Coordinator
Michael Dearinger

Program Director
Andre' Clark

Administration
Holly White (Working Leader)
Sara Bloemker

IDACS Training
Kelly Dignin - Area I
Vivian Nowaczewski - Area II
Troy Scot - Area III & IV
Deborah Cook -Area IV

IDACS Security
Sgt. John Clawson
Sgt. John Richards

Data Operations Center Staff

Supervisor
Carrie Hampton

Day Shift (0700-1500)
Brian Thayer (Working Leader)

Lajuan Harris

Evening Shift (1500-2300)
Patsity Epps (Acting Working Leader)
Ala Munn
Sherif (Leldo Ba) Lee

Night Shift (230-0700)
Fred Kline
Wayne Swift